



**CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY
invites applications for the position of:**

Family Paternity Scheduling Clerk

SALARY:	\$40,000.00 Annually
DEPARTMENT:	Calendar Management
OPENING DATE:	05/28/21
NATURE AND VARIETY OF WORK:	

The incumbent, under the supervision of the Family Scheduling Team Leader, is responsible for maintaining a calendar for the Magistrates of the Family Division. The incumbent must be able to adeptly navigate the electronic court scheduling system, accurately enter data, work well under pressure, communicate clearly, and interface with the judges and magistrates, public, partner agency representatives, and other court employees.

EXAMPLES OF WORK:

Duties include but are not limited to:

- Updates and prepares calendars for all Child Support Family matters.
- Schedules all child support cases for modifications, paternity trials, paternity reviews, compliance, and support establishment.
- Assists in the completion of tasks in non-child support cases set before the Family Division Magistrates.
- Provides and reviews statistical and other data to ensure compliance with the Court's Differentiated Case Management (DCM) Plan and goals.
- Recommends policy and procedure changes.
- Serves as back-up with scheduling, courtroom dispositions, and issuing notices within the Family Division Scheduling Team.
- Assists the public, attorneys, Judges, Magistrates, and other Court agencies.
- Performs other related duties within the parameters of the classification as required.

MINIMUM QUALIFICATIONS:

High School/GED Diploma with one (1) year of advanced diverse and/or technical clerical experience. Must have six (6) months of experience working with the public. Any equivalent combination of relevant training, education and experience will also be accepted. Have strong organizational and communication skills. Have the ability to interact professionally and tactfully with court personnel, public officials and co-workers.

ADDITIONAL INFORMATION:

Applicants are subject to a background check.

All applicants applying will be reviewed every two (2) weeks or upon Management's request.*

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.princegeorgescourts.org/>

Position #19-00035
FAMILY PATERNITY SCHEDULING CLERK
AB

14735 Main Street
Room M2407
Upper Marlboro, MD 20772
301-952-3707

humanresources@co.pg.md.us

Family Paternity Scheduling Clerk Supplemental Questionnaire

- * 1. Which of the following best describes your level of completed education?
 - ☐ Bachelor's Degree
 - ☐ Associates Degree
 - ☐ Some College
 - ☐ High School or G.E.D.
- * 2. If you responded 'Some College', how many credit hours have you earned? If you did not respond 'Some College', please enter N/A.
- * 3. Please select your field of study.
 - ☐ Liberal Arts
 - ☐ Social Sciences
 - ☐ Business Administration
 - ☐ Public Administration
 - ☐ Other
- * 4. Do you have at least one (1) year of data entry experience?
 - ☐ Yes ☐ No
- * 5. If you responded "Yes" to the question above, please describe in detail your data entry experience. Include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/A".
- * 6. Do you have any of the following experience? Please check all that apply.
 - ☐ Reviewing case files
 - ☐ Maintaining and preparing schedules
 - ☐ Organizational Skills
 - ☐ Using automated systems
 - ☐ Customer Service
 - ☐ Time Management /Prioritizing

* 7. How many years of direct clerical, technical or administrative experience working in the court system do you have?

☐ No experience

☐ One Year

☐ Two Years

☐ Three Years

* Required Question